

**Cass District Library
Board of Trustees Meeting
Edwardsburg Branch, June 19, 2019, 7:00 p.m.
Minutes**

President Nancy Stoner called the meeting to order at 7:00 p.m. followed by the Pledge of Allegiance.

Present: Trustees Alison Yeo, Mary A. Hoebeke, Kay McAdam, Patricia O'Connor (Vice President), Hank Yeomans (Treasurer), Nancy Stoner (President). Director Barbara Gordon, Recorder Timothy Wiggins.

Absent: Trustee Sandra Asmus.

Agenda: Patricia O'Connor moved to approve the agenda, supported by Alison Yeo. Motion carried.

Minutes: Kay McAdam moved to approve the May 15th minutes with grammar correction. Hank Yeomans seconded the motion. Motion carried.

Treasurer's Report: Hank Yeomans reported year to date revenues as follows: Millage \$78,723 Copies/Fax \$1,181 State Aid \$15,082, Penal Fines \$0, Interest & Dividends \$656.
Total Revenue \$95,496 Total Expenses \$88,265
Report will be filed for audit.

Public Comment

- Phone call with Stu Wilson of Library Strategies

Director's Report:

June 2019

District:

-On 6/8, Stephanie Knepple organized this year's Super Fun Color Run Warriors Against Trauma event at the COA. Other area agencies set up informational booths and had giveaways for attendees. Over 160 people attended and the event was supremely well done. We had a number of local businesses sponsor the event which meant no programming dollars from the library budget were used.

-Tim Wiggins has expressed interest in attending the annual MLA conference this year which will be held October 16-19 in Novi. I believe this is an excellent opportunity for continuing education and development.

-This year's L4029 form reflects a small reduction in our millage from 0.6460 to 0.6450.

-Summer Reading is officially underway! At the end of the program, I will present data on registrations and completions. I am pleased that we continued to receive donations for incentives from area businesses. Families are registering online as well.

-I attended a community meeting on 5/30 at MEC which sought to build upon the work done thus far by the Imagine Cass project. The meeting was well attended and moderated by McClure, a Midwest based planning firm which specializes in rural community development and place-making. The group was asked to list their favorite things about Cass, the most unique things about Cass, and the major things Cass is lacking. McClure will take all of that information and transform it into an action plan. The results will live on a public website. Overall I think the tone of the meeting was very encouraging, many people have wonderful and ambitious visions for Cass {housing, nightlife, recreation, business, and retail). I was a bit disheartened though to have had to add the library to the list of valued community features myself. The Local History branch was mentioned though as a unique feature to the community. Many people listed things like makerspaces, art classes, public art/gallery space, tourist info center, lectures, author visits and a business incubator as wanted or needed

things in the community. The library does many of these already and certainly has the capacity to take on more. Things like business incubators and maker spaces are commonly found in public libraries today. This furthers the notion for me that we should be asking our community about the role of the library here in Cass. This also reiterates the importance of better marketing as many people do not seem to realize everything we offer.

Local History:

-Dale Layman has been working very consistently on the remaining windows. Electrical lines were buried on Tuesday 6/18 with power scheduled to be switched on 6/21. Branch Manager Jon has reported an increase in foot traffic, consistent with previous summer trends in patronage.

-In August of 2018, the library accepted a bid for microfilming services by the Clarke Historical Library at Central Michigan University. The project was to include microfilming of *The Vigilant* from 1960-1978 at an estimated 13 reels/12,000 pages for \$5,705. A check was mailed in September 2018 for half of that amount, \$2,852.50, as mandated by the contract. The contract stipulated that work would be completed by January 2020. Last week Tom Harris delivered the papers to CMU along with some newly discovered, very early copies of *The Vigilant* (which do not exist anywhere on microfilm). Upon intake, CMU concluded that the original project estimate was too low. The 1960-1978 issues were larger than anticipated and only 1 year can fit on a reel instead of the estimate 1 and 1/2 years. This brings the project cost up to \$8,470, as we are now at 20 reels of film compared to 13. CMU does anticipate to finish this project this calendar year and so the remaining about of \$5,617.50 would be due this fiscal year.

-Andrea Gietzen, the Archives of Michigan's Local Government Records Archivist visited the branch to examine a number of boxes containing records from Marcellus Township. She took the vast majority back with her to Lansing for permanent housing by the State. We legally did not own these records and therefore it was not appropriate that we be the agency to retain them. This has been a great help in getting the upstairs archival collections at the branch better organized.

Edwardsburg:

-Building Restoration Inc. from Kalamazoo will inspect the water issues in the basement in July. I will share estimates for work as soon as I receive them. It appears water is coming up from the floor and from a wall which was not treated or addressed during their work in 2011.

Howard:

-The patron response to the grounds maintenance has been very positive. We are working to get grass growing behind the building where the septic was dug last fall.

-The parking lot is in need of sealing and restriping. I received an unsolicited bid for this exact project in the mail from Ranger Materials in Warsaw, Indiana. Their quote was \$2,555 and included an extensive list of local references.

Main:

-The sidewalks were repaired very well and I am pleased with the outcome. Brandi Roberts picked up the 4 chairs in Pentwater on 6/17 and they are fantastic!

-On 6/17 a roof leak near the fireplace was discovered. Unfortunately it ruined an oak table and the typewriter. Hoekstra Roofing was called for repair work. I should have an update at the time of our meeting.

-Hoekstra also visited the Main branch on 6/19 to examine the roof and fascia. I have already received a bid from Midland Engineering for this work. I hope to have 3 bids for July's meeting along with masonry bids as well. Masonry companies are very busy this time of year (as are roofers) so I will continue to pursue estimates throughout the summer if need be. I am optimistic the white and black stains can be removed with masonry cleaning.

-The following pictures show the area where landscaping is most needed. I feel money should be budgeted for further improvements to the grounds at Main next fiscal year, especially addressing the uneven brick pavers.

Unfinished Business

District

- Library Strategies bid for strategic planning (Tabled until next month).

New Business

Local History

- Updated microfilm quote and contract from Central Michigan's Clarke Historical Library
 AYES: Alison Yeo, Kay McAdam, Mary Anne Hoebeke, Patricia O'Connor, Hank Yeomans, Nancy Stoner
 NAYS: None
 Sandra Asmus Absent
 Motion: Carried.

Mason Union

- Proposed change in operating hours, Tuesday and Thursday 9am-5pm

Patricia O'Connor moved, supported by Mary Anne Hoebeke to approve the hour changes at the Mason/Union branch change on Tuesday and Thursday 9am-5pm effective September 1st. Roll Call Vote:
 AYES: Alison Yeo, Kay McAdam, Mary Anne Hoebeke, Patricia O'Connor, Hank Yeomans, Nancy Stoner
 NAYS: None
 Sandra Asmus Absent
 Motion: Carried.

Main

- Bids for landscaping
 Tabled until the roof is fixed.

District

- LaGrange Twp. Trustee
 Al Smouse has voiced interest in the open LaGrange Twp. seat on the Library Board. Patricia O'Connor moved, supported by Mary Anne Hoebeke to recommend that the LaGrange Township Board accept Al Smouse as their representative to the Cass District Library Board. Roll Call Vote:
 AYES: Alison Yeo, Kay McAdam, Mary Anne Hoebeke, Patricia O'Connor, Hank Yeomans, Nancy Stoner
 NAYS: None
 Sandra Asmus Absent
 Motion: Carried.

Adjournment 8:08 p.m.
 Patricia O'Connor, moved.
 Nancy Stoner, supported.
 Motion carried.

Respectfully submitted,
Tim Wiggins

Summer Rotation:
July – Howard Branch
August – Mason/Union